

**BY ORDER OF THE COMMANDER
914 AIRLIFT WING**

914 AIRLIFT WING INSTRUCTION 36-2805

10 MARCH 2014



Personnel

**WING COMMANDERS SEMI-ANNUAL
WING AWARD AND RECOGNITION
PROGRAM**

COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY

ACCESSIBILITY: Publications and forms are available for downloading or ordering on the e-Publishing website at www.e-publishing.af.mil/.

RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 914 FSS/FSMPD

Certified by: 914 AW/CC
(Col Walter O. Gordon)

Pages: 13

This instruction implements Air Force Policy Directive (AFPD) 36-28, *Awards and Decorations Program*. It prescribes the 914th Airlift Wing (AW) Semi-Annual Wing awards programs. The purpose of this publication is to outline the base awards program nomination and evaluation processes as it considers the accomplishment of military members. (Please refer to 914th Airlift Wing Instruction 36-2801 Semi-Annual and Annual Civilian Awards Program for civilian recognition.) Commanders and supervisors are responsible for ensuring personnel are familiar with the provisions of this instruction. This publication includes a requirement to maintain collect, use, or disseminate information subject the Privacy Act of 1974. Authority: 10 U.S.C. 8012; E.O. 9397, 22 November 1943. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afrims/afrims/rims.cfm>. Contact supporting records managers as required. Refer recommended changes and questions about this publication to 914 FSS/FSMPS and using AF Form 847, *Recommendation for Change of Publication*.

Chapter 1

RECOGNITION PROGRAM RESPONSIBILITIES

1.1. 914 AW Commander (CC).

- 1.1.1. Responsible for the management of the 914 AW Recognition program.
- 1.1.2. Provide funding for the purchase of appropriate mementos.

1.2. 914 AW Vice Commander (CV).

- 1.2.1. Preside as Board President over officer awards (e.g., CGO/FGO) or make designation if absent. (Refer to section 1.8.)
- 1.2.2. Task each group to provide one board member for each specific officer board (e.g., CGO/FGO).
- 1.2.3. Select semi-annual Team award winners.

1.3. 914 AW Command Chief Master Sergeant (CCC).

- 1.3.1. Responsible for the management of enlisted recognition programs.
- 1.3.2. Select dates and convene semi-annual awards boards following months after their respective encompassing time frame: January and July.
- 1.3.3. Task each group to provide one board member for each specific board (e.g., Airman, NCO, and SNCO).
- 1.3.4. Preside as Board President over enlisted awards (e.g., CGO/FGO) or make designation if absent. (Refer to section 1.8.)
- 1.3.5. Responsible for appointing the appropriate First Sergeant to oversee and arrange for presentation of semi-annual awards.

1.4. 914 AW Executive Officer (CCE).

- 1.4.1. Responsible for the administration of the 914 AW semi-annual awards recognition program.
- 1.4.2. Notify commanders, First Sergeants, Group superintendents, and base personnel on all dates pertinent to the recognition program.
- 1.4.3. Suspend and receive nomination packages before the next Unit Training Assembly (UTA) following an encompassing award period: January and July.
- 1.4.4. Prepare electronic board folders, score sheets, and schedule of events and provide to board members.
- 1.4.5. Procure mementos and engraving for presentation.
- 1.4.6. Forward winning submissions to the PA office.

1.5. 914 AW Public Affairs Office (PA).

- 1.5.1. Provide appropriate publicity for semi-annual award recipients.

1.5.2. Photograph award recipients for the 914 AW semi-annual awards. Post photographs on installation electronic media.

1.6. Group Commanders/Aeromedical Staging Squadron (ASTS) Commander/Wing Staff Agency (WSA).

1.6.1. Develop a viable semi-annual recognition program.

1.6.2. Provide semi-annual board members to score award packages.

1.7. First Sergeants.

1.7.1. Oversee the semi-annual awards program within their unit.

1.7.2. Ensure that nominees do not have an unfavorable information file or any other quality force administrative action taken against the member during the period IAW **2.1.2**.

1.7.3. Advertise key dates for nomination packages and recognition ceremonies to appropriate group/squadron/flight span of control.

1.7.4. Notify and encourage nominees to attend recognition ceremonies.

1.7.5. Direct award winner(s) to the PA office upon notification of unit award winner to expedite the process of photographing awardees for publication.

1.8. Board President.

1.8.1. Responsible for board proceedings as it relates to the selection of award winners.

1.8.2. Provide board results to 914 AW/CCE (for Airman, NCO, SNCO, CGO, and Team boards) for further processing.

Chapter 2

AWARD ELIGIBILITY, CATEGORIES AND RECOGNITION

2.1. Eligibility Criteria.

2.1.1. Nominees will compete in the category for the grade held for the longest period of the encompassing award time frame.

2.1.2. Personnel must not have an unfavorable information file or any quality force administrative actions taken against them during the period, to include a non-current or unsatisfactory fitness score.

2.1.3. Nominees must be assigned to the nominating unit for at least 50 percent of the duration of the award period under consideration.

2.1.4. All U.S. military personnel assigned to the 914 AW are eligible for the semi-annual awards (Traditional Reservists, Active Guard and Reserve (AGRs), and Air Reserve Technicians).

2.1.5. Semi-annual winners are NOT eligible to compete for the same award in consecutive periods (no back-to-back awards).

2.1.6. Nominees will have a current passing fitness test.

2.2. Award Categories.

2.2.1. The following categories are considered for the 914 AW semi-annual recognition program:

2.2.1.1. Airman (AB-SrA).

2.2.1.2. NCO (SSgt-TSgt).

2.2.1.3. SNCO (MSgt-SMSGt).

2.2.1.4. Company Grade Officer (2d Lt-Capt)

2.2.1.5. Field Grade Officer (Maj-Col)

2.2.1.6. Team (Work Centers, Staff Agencies, Flights)

2.2.2. Semi-annual Award periods are defined as:

2.2.2.1. 1 January thru 30 June.

2.2.2.2. 1 July thru 31 December.

2.3. Recognition Ceremony.

2.3.1. 914 AW/CC will formally recognize the 914 AW semi-annual award winners at regularly scheduled recognition ceremonies either conducted at the winning member's unit or in conjunction with a wing function.

2.3.2. Award winners in the Airman, NCO, SNCO, CGO, FGO and Team categories will receive a certificate and plaque and other honors as deemed appropriate by the 914 AW/CC.

Chapter 3

SEMI-ANNUAL AWARDS

3.1. Nomination Procedures.

3.1.1. Group Commanders/ASTS Commander/Wing Staff Agency may submit one nomination in each category: Airman, NCO, SNCO, CGO, FGO and Team. These winners will compete at the wing level.

3.2. Nomination Suspense.

3.2.1. Semi-annual nominations for each category are due to the 914 AW/CCE NLT the Friday after the Unit Training Assembly (UTA) which follows an encompassing award period: January and July. (i.e. for award period ending 31 Dec, nominations are due the Friday after the Jan UTA and for award period ending 30 June, nominations are due the Friday after the July UTA.) Each group/organization will set their own internal suspense to ensure their nominations are submitted on time. Late packages will not be considered. Should there be a change in the UTA schedule that affects this process, such as a year with no July UTA planned; the due date will fall to the next UTA on the schedule.

3.3. Individual Nomination Package Requirements.

3.3.1. Prepare the nomination on AF 1206, Nomination for Award, in bullet format. Nomination should be limited to accomplishments within the semi-annual period under consideration. **Limit nominations to ten bullet statements.** Header title line, (i.e. Leadership and Job Performance in Primary Duty) does NOT count towards bullet allotment but also can NOT be used as space for nomination justification. Each bullet statement will only occupy one line on the form, however, if a sub bullet is utilized then that bullet statement will be charged against the compliment of ten bullet statements. (Nine bullet statements with one sub bullet is acceptable. Ten bullet statements with one sub bullet is NOT acceptable.) Refer to Attachment 4 Sample AF 1206 Submission – Individual.

3.3.2. Nominations must include the following headers with specific facts and examples clearly demonstrating the individual's exceptional performance in the following areas:

3.3.2.1. **Leadership and Job Performance in Primary Duty.** The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness during award period. (Recommendation is to contain six bullets in length.)

3.3.2.2. **Significant Self-Improvement.** The member should show improvement through education, achievement in professional or cultural societies or associations development of creative abilities, and so on, during the award period. (Recommendation is to contain two bullets in length.)

3.3.2.3. **Base or Community Involvement.** The member should display positive leadership and involvement in both military and civilian community during the award period. (Recommendation is to contain two bullets in length.)

3.3.2.4. **Fitness.** Date and Score of last Fitness Test.

3.3.3. Unit specific acronyms will NOT be utilized. Only acronyms that are readily identifiable or understood Air Force wide must be selected.

3.4. Team Nomination Package Requirements.

3.4.1. Prepare the nomination on AF 1206, Nomination for Award, in bullet format. Nomination should be limited to accomplishments within the semi-annual period under consideration that occurred within the Niagara Falls Air Reserve Station operational area.

Limit nominations to ten bullet statements. Each bullet statement will only occupy one line on the form, however, if a sub bullet is utilized then that bullet statement will be charged against the compliment of ten bullet statements. (Nine bullet statements with one sub bullet is acceptable. Ten bullet statements with one sub bullet is NOT acceptable.) Refer to Attachment 5 Sample AF 1206 Submission – Team.

3.4.1.1. Nomination will not include headers.

3.4.1.2. Unit specific acronyms will NOT be utilized. Only acronyms that are readily identifiable or understood Air Force wide must be selected.

Chapter 4

BOARD COMPOSTION, PROCEDURES, AND SCORING

4.1. Semi-annual Awards.

4.1.1. Group Commanders, the ASTS Commander, and an Wing Staff Agency OIC, or their appointee, will provide board member names, email address, and contact number to the 914 AW/CCE along with the nomination packages. If no nomination packages will be submitted, then insure board member information is provided in a timely manner to facilitate package grading.

4.1.2. Awards board members composition will follow the board as defined in [Attachment 2](#).

4.1.3. Semi-annual Board composition is as follows:

4.1.3.1. Airman Board. President, (1) CMSgt, (1) First Sergeant, and (1) NCO (MSgt or TSgt).

4.1.3.2. NCO Board. President, (1) CMSgt, (1) First Sergeant, and (1) Sr. NCO (SMSgt or CMSgt).

4.1.3.3. SNCO Board. President, (2) CMSgt and (1) First Sergeant.

4.1.3.4. CGO Board. President, ASTS/CC, OG/CC, MXG/CC, MSG/CC, and WSA OIC (or their appointee).

4.1.3.5. FGO Board. President, ASTS/CC, OG/CC, MXG/CC, MSG/CC, and WSA OIC (or their appointee).

4.1.3.6. Team Board. The AW/CV.

4.2. Board President Guidance.

4.2.1. Officer Board President (AW/CV) and Enlisted Board President (AW/CCC).

4.2.1.1. The president will compile all scores from board members. The president will not release the winner's name to board members and will only share feedback after winners are released. The 914 AW/CCE will release winners once approved by the AW/CC or appointee.

4.2.1.2. Clarify any questions and remind board members to be fair and consistent in their scoring, they must set aside all prejudices and evaluate the package in accordance with their guidelines provided in [Chapter 3](#).

4.3. Board Member Guidance.

4.3.1. Set aside any bias (positive or negative) and evaluate based on the substance of the nomination packages using the "Whole Person Concept." Evaluate quality and impact of the accomplishments. Evaluation should be based on how the nominee performed their assigned duties and impact on mission accomplishment.

4.3.2. Do not score packages based on editing, grammatical or format. Grade packages based on content. Do not penalize nominee because of someone's poor writing skills.

- 4.3.3. Compare the accomplishments of each nominee and score accordingly.
- 4.3.4. Give each package ample time and effort they deserve. When finished, set them aside and if time permits, review them again.
- 4.3.5. Score the nominees packages using the 6 to 10 point scale. Document the score for the candidate on the “total score” line of the score worksheet (Attachment 3).
- 4.3.6. Merit Rank Order the candidates. The member with the highest total score is rated #1, next highest score is #2, etc. Document the rank order score on the “merit rank order” column of the score work-sheet. This score will be transferred to the master score worksheet by the board president to rack-n-stack candidates’ standings in merit rank order. Board members must break their own scoring ties. No candidate will have the same score/rank order.
- 4.3.7. Board presidents will not reveal who has won until after the winners are announced by 914 AW/CC or designated representative.

4.4. Board Member Score Worksheet.

- 4.4.1. Completed scoring worksheets will be submitted to the 914 AW/CCE NLT COB the Saturday of the second Unit Training Assembly (UTA) following an encompassing award period: August and February. An example Score Worksheet is provided in [Attachment 3](#).

WALTER O. GORDON, Col, USAFR
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFMAN 33-363, *Management of Records*, 1 March 2008

AFPD 36-28, *Awards and Decorations Programs*, 1 August 1997

AFI 36-2805, *Special Trophies and Awards*, 29 June 2001

AFI 65-601V1, *Budget Guidance and Procedures*, 3 March 2005

914 AWI 36-2801 Semi-Annual and Annual Civilian Awards Program, 24 Oct 2012

Adopted Form

AF Form 847, Recommendation for Change of Publication

Abbreviations and Acronyms

AB—Airman Basic

AFPD—Air Force Policy Directive

AW—Airlift Wing

AWI—Airlift Wing Instruction

CC—Commander

CCC—Command Chief Master Sergeant

CCE—Executive Officer

CGO—Company Grade Officer

CV—Vice-Commander

FGO—Field Grade Officer

HQ AFRC—Headquarters Air Force Reserve Command

NCO—Non-Commissioned Officer

OIC—Officer in Charge

RDS—Records Disposition Schedule

SNCO—Senior Non-Commissioned Officer

UTA—Unit Training Assembly

WSA—Wing Staff Agency

Attachment 2

BOARD COMPOSITION MATRIX

Table A2.1. Board Composition Matrix.

Board Composition - Enlisted							
Year Ending in	Class	President	CMSGT (1st half/2nd half)	First Sgt	MSgt/TSgt	CMSgt/SMSgt	CMSgt
0 & 5	Airman	AW/CCC	ASTS/MSG	MSG/OG	OG/WSA		
	NCO	AW/CCC	OG/WSA	WSA/MXG		MXG/ASTS	
	SNCO	AW/CCC	MXG/ASTS	ASTS/MSG			MSG/OG
1 & 6	Airman	AW/CCC	OG/WSA	WSA/MXG	MXG/ASTS		
	NCO	AW/CCC	MXG/ASTS	ASTS/MSG		MSG/OG	
	SNCO	AW/CCC	MSG/OG	OG/WSA			WSA/MXG
2 & 7	Airman	AW/CCC	MXG/ASTS	ASTS/MSG	MSG/OG		
	NCO	AW/CCC	MSG/OG	OG/WSA		WSA/MXG	
	SNCO	AW/CCC	WSA/MXG	MXG/ASTS			ASTS/MSG
3 & 8	Airman	AW/CCC	MSG/OG	OG/WSA	WSA/MXG		
	NCO	AW/CCC	WSA/MXG	MXG/ASTS		ASTS/MSG	
	SNCO	AW/CCC	ASTS/MSG	MSG/OG			OG/WSA
4 & 9	Airman	AW/CCC	WSA/MXG	MXG/ASTS	ASTS/MSG		
	NCO	AW/CCC	ASTS/MSG	MSG/OG		OG/WSA	
	SNCO	AW/CCC	OG/WSA	WSA/MXG			MXG/ASTS
Board Composition - CGO/FGO							
Year Ending In:	Class	President	Inputs from				
0 thru 9	CGO	AW/CV	ASTS+OG+MXG+MSG CC's & WSA OIC				
0 thru 9	FGO	AW/CV	ASTS+OG+MXG+MSG CC's & WSA OIC				
Board Composition - Team							
0 thru 9	Team	AW/CV	AW/CV selects Team winner				

Attachment 3

SAMPLE BOARD MEMBER SCORE WORKSHEET

Table A3.1. Sample Board Member Score Worksheet.

Board Scoring Worksheet- 2013 SEMI First Half									
Award Category:		NCO		Unit Represented:		ASTS		Board Member:	
Candidate		Leadership		Self-Improvement		Community Involvement		Total	Ranking
ASTS:	SSgt John Smith	7		7		7		21	5
MSG:	TSgt Karen Wright	8		9		9		26	2
MX:	SSgt Sharon Jones	10		7		10		27	1
OPS:	SSgt Meg Brown	7		6		10		23	3
WSA:	SSgt Reggie Ali	9		7		6		22	4
RULES 1) Give each category a score of 6-10 points. 2) Return to AW/CCE by COB 17 Jul (Wednesday).		The member's leadership and job performance in primary duty, including the development of new techniques, must contribute significantly to increase mission effectiveness.		The member showed improvement through education, achievement in professional or cultural societies or associations development of creative abilities, and so on.		The member should display positive leadership and involvement in both military and civilian community.			Winner

Attachment 4

SAMPLE AF 1206 SUBMISSION - INDIVIDUAL

Figure A4.1. Sample AF 1206 Submission – Individual.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
Senior Noncommissioned Officer of the Half	SNCO	1 Jan - 30 Jun 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
MSgt Will B. Famous		AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
1C072 Squadron Aviation Resource Management	DSN: 555-2468, COMM 716-555-2468	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
914 AES/ 70 Water Dr., Niagara Falls IAP, NY 14304		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
Lt Col Pat R. Backs/DSN: 555-0001, COMM 716-555-0002		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<p>LEADERSHIP AND JOB PERFORMANCE IN PRIMARY DUTY:</p> <ul style="list-style-type: none"> -Operates Aviation Resource Management System, tracked and monitored 25 flights & ground trng requirements -Performed and managed SARM functions related to scheduling, evaluation, flying and Gnd Tng, Sq Ops, Flt rec -Efficiently directed and managed the squadron's execution of the \$134K AFRC flying incentive pay program -Established new procedures for PEX 5.7; guarantee all mbrs have ability to perform mission critical function -Initiated 3 AES members for EQIP/reviewed 78 sec clr; validated base/network/deployed req; 100% effective -Expertly ensured 28 unit members deployed to various locations during units AEF cycle; with no discrepancies <p>SIGNIFICANT SELF IMPROVEMENT:</p> <ul style="list-style-type: none"> -Successfully completed the Charm Host Aviation Resource Management course and maintained a grade of 95% -Knowledge Guru! Increased indiv knowledge w/13 AECM on C17 Egress training on a trg msn to Ramstein AB <p>BASE AND COMMUNITY INVOLVEMENT:</p> <ul style="list-style-type: none"> -Long time North Tonawanda National Little League coach, mentor and fundraiser for the organization -Active volunteer in the Annual Erie County Letter Carrier Food Drive; Collected over 1.3 million lbs. of food <p>AIR FORCE FITNESS TEST SCORES:</p> <ul style="list-style-type: none"> -07 Apr 2013 - 91.00 - Excellent 		

Attachment 5

SAMPLE AF 1206 SUBMISSION - TEAM

Figure A5.1. Sample AF 1206 Submission – Team.

NOMINATION FOR AWARD		
AWARD	CATEGORY (If Applicable)	AWARD PERIOD
914 AW Team of the Half	Team	1 Jan - 30 Jun 2013
RANK/NAME OF NOMINEE (First, Middle Initial, Last)		MAJCOM, FOA, OR DRU
914th Logistics Readiness Squadron		AFRC
DAFSC/DUTY TITLE	NOMINEE'S TELEPHONE (DSN & Commercial)	
Not Applicable	Not Applicable	
UNIT/OFFICE SYMBOL/STREET ADDRESS/BASE/STATE/ZIP CODE		
914 LRS/LGR/55 Barrel St. / Niagara Falls ARS NY 14304		
RANK/NAME OF UNIT COMMANDER (First, Middle Initial, Last) /COMMANDER'S TELEPHONE (DSN & Commercial)		
Capt Ima P. Sea/DSN: 555-1234/1235/ Comm: (716) 555-1234/1235		
SPECIFIC ACCOMPLISHMENTS (Use single-spaced, bullet format)		
<ul style="list-style-type: none"> - Expertly deployed 148 wing personnel to support real world operations in 4 Combatant Commands, error free - PA featured 4 LRS Airmen; chili cook-off, Nellis DFT, self-defense program & outstanding deployed Airman! - Created internal sexual assault awareness briefing; resulted in 17 new ideas to prevent further epidemic/victims - CGO selected to participate in Air Mobility Command High Flight Conference; only 7 selected in all of AFRC! - Team improved fit to fight performance tremendously; 61% scored 90% or higher and unit was 99% current! - Completed 195 evaluations on military personnel/programs; evaluations resulted in 92.5% overall compliance - Superior Airman was awarded competitive AFRC Total Force Top Three Association & USAA Scholarship - Unit Superintendent was nominated for Army Sergeant Major Academy Course; only 9 in ARFC selected! - 26% of Vehicle Mx shop was deployed for OEF; received numerous accolades, lauded and coined repeatedly - Hosted 85 AFRC LRS/APS QA Course participants; LRS now able to provide 100% QA coverage in 7 flights 		